



**Republic of the Philippines**  
**Department of Finance**  
**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa Street, Legaspi Village, Makati City 1229

**INVITATION TO BID**  
**MANPOWER SERVICES**  
**(Clerk/Scanner, Janitor and**  
**Driver/Messenger)**  
**PMO 01-2018**

1. The Privatization and Management Office (PMO), through its Bids and Awards Committee (BAC) intends to apply the sum of **Seven Million Eight Hundred Eighty Three Thousand Nine Hundred Twenty Pesos (P7,883,920.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Manpower Services (PMO 01-2018)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. Bidders should be in compliance with all of its ongoing government and private contracts and should have completed in the Philippines, within the last two (2) years prior to the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138. Interested bidders should be enrolled in the Electronic Filing and Payment System (EFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398 and Revenue Regulation 3-2005, and must be registered under the PhilGEPS.

4. Interested bidders may obtain further information from the PMO-BAC Secretariat at the **6th Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City** starting **25 October 2017** or at Telephone Number 893-1886. However, queries relative to the contents of the Bidding Documents can only be made by bidders who have purchased the Bidding Documents, not later than ten (10) calendar days prior to the Submission and Opening of Bids.

Bidding Documents will be available starting **25 October 2017, 8:00 A.M. to 5:00 P.M., Mondays to Fridays**, at the **PMO-BAC Secretariat, 6th Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City**, upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Ten Thousand Pesos (Php10,000.00)** to the PMO Cashier located at the **6th Floor Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City**.

Bidding Documents may also be downloaded from the PhilGEPS and PMO websites, provided that Bidders shall pay the nonrefundable fee of Php10,000.00 for the Bidding Documents downloaded not later than the Submission and Opening of Bids.

5. PMO-BAC will hold a Pre-Bid Conference on 8 November 2017 at 10:00 A.M. at the 4<sup>th</sup> Floor, Activity Area, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City, which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the following address on or before the schedule of bid opening as indicated below:

**BIDS AND AWARDS COMMITTEE (BAC)  
PRIVATIZATION AND MANAGEMENT OFFICE  
104 Gamboa Street, Legaspi Village, Makati City**

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Clause 18 of the Instructions to Bidders.

Bid opening shall be on 21 November 2017 at 10:00 A.M. to be held at the 4<sup>th</sup> Floor, Activity Area, Privatization and Management Office, 104 Gamboa Street Village, Makati City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. PMO-BAC shall not compensate or indemnify Bidders or any other person for any expenses incurred in the preparation of bids.
9. The PMO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

The Secretariat  
PMO-Bids and Awards Committee  
Privatization and Management Office  
104 Gamboa Street, Legaspi Village, Makati City  
Telephone No.: (+632) 893.1886  
Facsimile No.: (+632) 894.2205  
Website: [www.pmo.gov.ph](http://www.pmo.gov.ph)

Approved by:

  
for **CESAR LUIS M. PARGAS**  
Chairperson, PMO-BAC